

## 1990 Revised Records Retention Schedule

Records to Maintain - Alphabetica	Minimum Retention Period
Account Drop List	Not Required Depends on Credit Union Operations
Adverse Action Notice	25 Months
Amortization Records (Member's Loans)	Life of Loan
Annual Report to Regulators	Permanent in Original Form
Articles of Incorporation	Permanent in Original Form
Bank Statements and Reconcilements	7 Years
Bond Claim Notifications	6 Years
By-Laws and Amendments	Permanent in Original Form
Canceled/Voided Checks or Drafts	7 Years
Cash Reconcilements	Permanent
Cashier's Check Register	7 Years
Certificates of Deposit (with other Financial Institutions)	Permanent
Certificates of Deposit Journals	Permanent
Certificates or Licenses to Operate under Programs of Various Government Agencies	Permanent in Original Form
Certification of Foreign Tax Status - Member (W-8)	Permanent for Accounts Opened After 12-31-83
Certification of Taxpayer Identification Number - Member (Form W-9)	Permanent for Accounts Opened After 12-31-83
Change of Term Information - Open-End Loans	Permanent
Charged - Off Loan Records	Permanent
Charter	Permanent in Original Form
Check Registers, Stubs, Vouchers	2 Years
Claim Documentation (Member and Credit Union Coverage)	6 Years
Conversion Run	2 Years (Can Microfilm After Examination and Audit - No Shortage)
Credit Card Reports	Monthly
Cardholder Collector Statistics	6 Years
Cardholder Delinquent Accounts Summary	Audit to Audit
Cardholder File Maintenance Rejects	Audit to Audit
Cardholder Overlimit Reports	2 Years
Cardholder Posting Journals	2 Years
Cardholder Posting Ledger Displays	2 Years
Cardholder Posting Summary Reports	2 Years
Cardholder Unauthorized Card Use Reports	2 Years
Late Charge Report	Audit to Audit
Credit Disability Insurance Form	2 Years After Loan is Paid

Credit Reports and Financial Statements (Borrowers and Co-Makers	2 Years After Loan is Paid
Currency Transaction Report	5 Years
Currency Transaction Reporting Exemption Master List	5 Years
Currency Transaction Reporting Exemption Statement	5 Years
Current Manuals, Circular Letters and Other Official Instructions and Correspondence of a Permanent Character Received from NCUA and Other Appropriate Agencies	Permanent
Deeds to Credit Union Property	Permanent
Delinquency Reports	6 Years
Delinquent Loan Schedules	5 Years
Deposit Slips (Banks)	1 Year After Examination and Audit - No Shortage
Designation of Beneficiary Card	Permanent
Disclosure Forms - Regulation E	2 Years After Loan is Paid
Disclosure Forms - Regulation Z	2 Years After Loan is Paid
Discrimination Allegations - Employment	6 Months - EEO Recommendation 3 Years
Discrimination Allegations - Loans	Permanent
Dividend and interest payments (Reports/Calculations)	6 Years
Earnings Records (Time Cards, Rate Tables, Work Schedules)	2 Years
Edit Run Automatic Loan	After Examination and Audit - No Shortage
Edit Run (For Dividend and Interest Refund)	Replace Worksheet - Verification
Edit Run (Payroll Deduction)	After Examination and Audit - No Shortage
Employee Benefit Plan	Permanent
Employee's Earning Records (Payroll Records)	Permanent While Employed
Employee's Personnel Records After Termination	4 Years
Employee's Personnel Records Presently Employee	Permanent While Employed
Employee's Reconciliation of Income Tax Withheld from Wages (Form w-3)	4 Years
Employee's Wage and Tax Statement (Form W-2)	4 Years
Employee's Withholding Exemption Certificate (Form W-4)	4 Years
Employer's Annual Federal Unemployment Tax Return (Form 940)	4 Years
Employer's Quarterly Contribution Report (State)	4 Years
Employer's Unemployment Tax Records	4 Years
Employment Applications	6 Months After Cessation of Employment
Employment Verifications (Immigration and Naturalization)	3 Years, or 1 Year after Termination of Employment - Whichever is Longer
Equal Employment Opportunity Employer Information (EEO-1 for those Credit Unions Covered)	3 Years
ERISA Reports (Employment Retirement Income Security Act - Federal Act Governing the Funding, Vesting and Administration of Pension Plans)	6 Years
Escheat Records (Property that has been abandoned to the State)	15 Years

Examination Reports (Department of Financial Institutions)	15 Years
Expense Ledger Subsidiary	7 Years
Federal and State Tax Reports on Member Accounts (Forms 1099, 1098, 1066, IRA Reports, etc.)	6 Years
Financial and Statistical Report (Month-End)	6 Years
Financial and Statistical Report (Year-End Pre-and Post-Closing)	Permanent in Original Form
Garnishee Record	12 Years
General Ledger	Permanent
Individual Retirement Account Form:	4 Years After Account Closed
Individual Retirement Account Ledger:	Permanent
Individual Share and Loan Ledger:	Permanent
Insurance on Credit Union Property:	6 Years After Contract Expires
Insurance Premium Reports:	5 Years
International Currency Transportation Reports (CMIR Form 4790)	5 years
Journal and Cash Record (JCR)	Permanent
Journal Vouchers	6 Years
Judgment Record	Permanent
List of Records Destroyed	Permanent
Loan Applications - Rejected, Withdrawn, Incomplete	25 Months
Approved	2 Years After Loan is Repaid
Loan Officers Reports	Permanent
Loan Transfer Summary	2 Years
Loss Payable Notice	Until Collateral is Released
Master Contracts Member Group Insurance (I.e., Life Savings, Loan Protection)	6 years After contract Expires
Management Reports (I.e., New Member, Closed Accounts, New Loans, Paid Loans Overdrawn Accounts, Etc.)	Credit Union Option - Audit to Audit Recommended
Members' Statement	Permanent
Membership Register	Permanent
Mid-Month Delinquent Loan List	Destruction Anytime
Minutes of Board Meetings	Permanent
Minutes of Credit Committee	Permanent
Minutes of Executive Committee	Permanent
Minutes of Membership Meetings	Permanent
Minutes of Supervisory Committee	Permanent
Miscellaneous Committee Reports	Permanent
Month-End Delinquent Loan List	5 Years
Name and Address Listing	After Supervisory Committee Audit and Examination

Notes of Members	Until Loan is Paid (Return to Member After Check Clears)
Notice of Rescission	5 Years From Date of Loan
Open and Closed Account Reports	2 Years
Overdrafts, Daily Report	2 Years
Paid Checks/Drafts	7 Years
Paid Notes of Credit Union	10 Years
Payroll Deduction Authorization (Open Account)	Permanent
Payroll Deduction Authorization (Closed Account)	5 Years After Termination of Account
Payroll Deduction Listing	5 Years
Post Deduction Listing	5 Years
Post Transaction Register (PTR)	After Examination and Audit - No Shortage
Post Transaction Register for Automatic Loan	After Examination and Audit - No Shortage
Post Transaction Register for Dividend and Interest Refund	After Examination and Audit - No Shortage
Real Estate Mortgages (After Loan is Paid)	10 Years
Registered and/or Certified Mail	6 Years
RESPA - Uniform Settlement Statement Form HUD-1	2 Years from Date of Settlement
RESPA - Good faith Estimates	2 Years from Date of Settlement
Right of Rescission Disclosure	2 Years After Loan is Repaid
Sales and Use Tax Records	Permanent
Savings Bond Records	3 Years
Security Agreement for Property Held by Credit Union	5 Years From Date of Loan Paid
Semi-Annual Call Reports to NCUA	Permanent
Share and Loan Analysis	Report Not Required
Share Draft Copies	7 Years
Share Draft Report	Maintain Until After Close of Dividend Period
Signature Card (Form 901) Open Account	Permanent in Original Form
Signature Card (Form 810) Closed Account	6 Years
Signature Card Share Draft (Form 825) Open Account	Permanent in Original Form
Signature Card Share Draft (Form 825) Closed Account	6 Years
Summary Reports and Daily Edits	2 Years
Supervisory Committee Report	Permanent
Tape (Share and Loan, Month-End)	3 Years
Tape (Share and Loan, Year-End)	5 Years
Tax Receipts (Credit Union Property - Real and Personal)	Permanent
Trial Balance, Month-End (EDP)	After Examination and Audit - No Shortage
Trial Balance, Weekly	Maintain Until Next Run
Trial Balance, Year-End	5 Years
Trust Account Applications and Trust Agreements (Open Accounts)	Permanent

Vouchers - Cash Disburse  
Vouchers - Cash Receive  
Withdrawals - Cash Share

After Examination and Audit - No Shortage  
5 Years  
After Examination and Audit - No Shortage

**PERMANENT (IN ORIGINAL FORM)**

Annual Report to Regulators  
Articles of Incorporation  
By-Laws and Amendments  
Certification or Licenses to Operate Under Various Government Agencies  
Certification of Foreign Tax Status - Number (Member Form W-9)  
Certification of Taxpayer Identification Number (Member Form W-9)  
Charter  
Financial and Statistical Report (Year End Pre & Post Closing)  
Signature Card (Open Account)  
Signature Card (Open Share Draft Account)

**Records to Maintain by Retention Period**

**PERMANENT**

Cash Reconcilements  
Certificates of Deposit (With Other Financial Institutions)  
Certificate of Deposit Journals  
Change of Term Information (Open-End Loans)  
Charged-off Loan Record  
Current Manuals, Circular Letters and Other Official Instructions and Correspondence of a Permanent Character Received from NCUA and Other Appropriate  
Deeds to Credit Union Property  
Designation of Beneficiary Cards  
Discrimination Allegations - Law  
Employee Benefit Plan  
Employee's Earnings Records  
Employee Personnel Records After Termination  
Employee Personnel Records Presently Employed  
General Ledger  
Individual Retirement Account Ledger

Individual Share & Loan Ledger  
Journal and Cash Record (JCR)  
Judgment Record  
List of Records Destroyed  
Loan Officer Reports  
Members Statements  
Membership Register  
Minutes of Board Meetings  
Minutes of Credit Committee & Loan Officers Action Listings  
Minutes of Executive Committee  
Minutes of Membership Meetings  
Minutes of Supervisory Committee  
Miscellaneous Committee Reports  
Payroll Deduction Authorization (Open Accounts)  
Sales and Use Tax Records  
Semi Annual Call Reports  
Supervisory Committee Reports  
Tax Receipts (Credit Union Real and Personal Property)

**15 Years**

Escheat Records (Property that has been Abandoned to the State)  
Examination Reports

**12 Years**

Garnishee Records

**10 Years**

Paid Notes of the Credit Union  
Real Estate Mortgages (After Loan is Paid)

**7 Years**

Bank Statements and Reconcilements  
Canceled/Voided checks or Drafts  
Cashiers Check Register

Expense Ledger Summary  
Paid Checks/Drafts  
Share Draft Copies

#### **6 Years**

Bond Claim Notifications  
Claim Documentation (Member and Credit Union Coverages)  
Credit Card Holder Delinquent Accounts Summary  
Delinquent Reports  
Dividend and Interest Payments (Reports/Calculations)  
ERISA Reports (Federal Act Governing the Funding, Vesting and Administration of Pension Plans)  
Federal Tax Reports on Member Accounts (Forms 1099, 1098, 1096, IRA Reports, etc.)  
Financial and Statistical Reports (Month-End)  
Insurance on Credit Union Property (After Contract Expires)  
Journal Vouchers  
Master Contracts Member Group Insurance (Life Savings, Loan Protection) (After Contract Expires)  
Registered and/or Certified Mail  
Signature Cards (Closed Accounts)  
Signature Cards - Share Draft (Closed Accounts)

#### **5 Years**

Currency Transaction Report  
Currency Transaction Reporting Exemption Master List  
Currency Transaction Reporting Exemption Statement  
Delinquent Loan Schedule  
Insurance Premium Reports  
International Currency Transportation Reports (479C)  
Month-End Delinquent Loan List  
Notice of Rescission (From Date of Loan)  
Payroll Deduction Authorization: Closed Account (From Termination of Account)  
Payroll Deduction Listing  
Security Agreement for Property Held by Credit Union (From Date Loan Paid)  
Tape (Share and Loan, Year-End)  
Trial Balance, Year-End  
Cash Received Vouchers

#### 4 Years

Employee's Personnel Records After Termination	4 Years
Employee's Wage and Tax Statement (Form W-2)	4 Years
Employee's Withholding Exemption Certificate (Form W-4)	4 Years
Employer's Annual Federal Unemployment Tax Return (Form 940)	4 Years
Employer's Quarterly Contribution Report (State)	4 Years
Employer's Unemployment Tax Records	4 Years
Individual Retirement Account Form:	4 Years After Account Closed
Employee's Reconciliation of Income Tax Withheld from Wages (Form w-3)	4Years

#### 3 Years

Equal Employment Opportunity Employer Information (EEOC) - 1 for Credit Unions Covered)  
Employment Verifications (Immigration and Naturalization) (3Years or 1 Year After Termination of Employment - Whichever is Longer)  
Savings Bond Records  
Tape (Share and Loan Month-End)  
Discrimination Allegations - Employers

#### 25 Months

Adverse Action Notice	25 Months
Loan Applications - Rejected, Withdrawn, Incomplete	25 Months

#### 2 Years

Check Registers, Stubs, Vouchers	2 Years
Cardholder Posting Journals	2 Years
Cardholder Posting Ledger Displays	2 Years
Cardholder Posting Summary Reports	2 Years
Cardholder Unauthorized Card Use Reports	2 Years
Earnings Records (Time Cards, Rate Tables, Work Schedules)	2 Years
Loan Transfer Summary	2 Years
Open and Closed Account Reports	2 Years
Overdrafts, Daily Reports	2 Years

Summary Reports and Daily Edits	2 Years
Conversion Run	2 Years (Can Microfilm After Examination and Audit - No Shortage)
Credit Disability Insurance Form	2 Years After Loan is Paid
Credit Reports and Financial Statements (Borrowers and Co-Makers)	2 Years After Loan is Paid
Disclosure Forms - Regulation E	2 Years After Loan is Paid
Disclosure Forms - Regulation Z	2 Years After Loan is Paid
Approved	2 Years After Loan is Repaid
Right of Rescission Disclosure	2 Years After Loan is Repaid
RESPA - Uniform Settlement Statement Form HUD-1	2 Years from Date of Settlement
RESPA - Good faith Estimates	2 Years from Date of Settlement

#### 1 Year

Deposit Slip - Bank (After Examination and Audit - No Shortage)

#### After Examination and Audit (No Shortage)

Edit Run Automatic Loan	After Examination and Audit - No Shortage
Edit Run (Payroll Deduction)	After Examination and Audit - No Shortage
Post Transaction Register (PTR)	After Examination and Audit - No Shortage
Post Transaction Register for Automatic Loan	After Examination and Audit - No Shortage
Vouchers - Cash Disburse	After Examination and Audit - No Shortage
Withdrawals - Cash Share	After Examination and Audit - No Shortage
Post Transaction Register for Dividend and Interest Refund	After Examination and Audit - No Shortage
Trial Balance, Month-End (EDP)	After Examination and Audit - No Shortage
Name and Address Listing	After Supervisory Committee Audit and Examination
Cardholder File Maintenance Rejects	Audit to Audit
Cardholder Overlimit Reports	Audit to Audit
Late Charge Report	Audit to Audit
Management Reports (I.e., New Member, Closed Accounts, New Loans, Paid Loans)	
Overdrawn Accounts, Etc.)	Credit Union Option - Audit to Audit Recommended

#### Other Various Periods

Account Droplist - Not Required  
Amortization Records - Members Loans - Life of Loan  
Credit Card Holder Collection Statistics - Monthly  
Edit Run for Dividend and Interest Refund - Replace Worksheet Verification

Employment Applications - Six Months After Cessation of Employer

Loss Payable Notice - Until Collateral is Released

Mid-Month Delinquent Loan Lists - Anytime

Original Notes of Members - Until Loan is Paid - Return to Member After Check Clears

Share and Loan Analysis - Not Required

Share Credit Report - Close of Current Dividend Period

Trial Balance - Weekly - Until Next Run



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